

CONTRACTUAL AGREEMENT

BETWEEN

THE GREENWICH TOWNSHIP BOARD OF EDUCATION

AND

THE SUPPORT STAFF OF

THE GREENWICH TOWNSHIP EDUCATION ASSOCIATION

JULY 1, 2007 TO JUNE 30, 2010

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## GREENWICH TOWNSHIP BOARD OF EDUCATION

Mr. Frank Minniti, President  
Mrs. Robyn Glocker-Hammond, Vice President  
Mrs. Susan Vernacchio, Member  
Mr. James Sorbello, Member  
Mr. Frederick Reel, Member  
Mr. Michael Myers, Member  
Mr. Patrick Lani, Jr., Member

## ADMINISTRATIVE STAFF

Dr. Francine Marteski, Superintendent  
Mrs. Susan McAlary, Principal, Broad Street School  
Mrs. Suzanne Gibson, Principal, Nehaunsey Middle School  
Mr. Scott Campbell, Business Administrator/Board Secretary  
Mr. Robert Harris, Supervisor, Special Services  
Mrs. Alisa Whitcraft, Curriculum Supervisor

## BOARD SOLICITOR

Mr. Armando V. Riccio, Esquire

## NEGOTIATIONS COMMITTEE

Mrs. Robyn Glocker-Hammond, Chairperson  
Mrs. Susan Vernacchio  
Mr. Michael Myers

GREENWICH TOWNSHIP EDUCATION ASSOCIATION

Ms. Joann Parker, President  
Mrs. Jennifer Ellick, Vice President  
Mrs. Terry DiSanto, Secretary  
Mrs. Michele Burgess, Treasurer

NEGOTIATIONS COMMITTEE

Ms. Joann Parker, Chairperson  
Mrs. Jennifer Ellick  
Mr. Michael Beukers  
Mrs. Terry DiSanto  
Mrs. Michele Burgess

## ARTICLE I - PREAMBLE

This Agreement, entered into by and between the Greenwich Township Board of Education, hereinafter called the "Board," and the Support Staff of the Greenwich Township Education Association, hereinafter called the "Support Staff", represents and incorporates the complete and final understandings of all topics that were or could have been the subject of negotiations. The parties are bound only by the expressed language of this Agreement.

## ARTICLE II - DURATION OF AGREEMENT

- A. This Agreement shall be effective July 1, 2007 and terminate June 30, 2010 provided that no successor Agreement has been adopted by that time, the terms of This Agreement shall remain in force until a new Agreement is ratified.
  - 1. Upon ratification, any and all benefits of the new agreement will be instituted retroactively to the date the agreement became effective.
- B. This Agreement may be amended by mutual consent through an instrument in writing duly executed by both parties. Any amendment made thereto shall be binding on both parties from its agreed effective date.

## ARTICLE III - RECOGNITION

- A. The Board hereby recognizes the Greenwich Township Education Association as the exclusive representative for the purposes of negotiations as defined in Chapter 123, New Jersey Public Laws of 1974, for the following full-time, salaried employees, known as the Support Staff: Custodial, maintenance, secretarial/clerical personnel, and classroom aides.
- B. But excluding: Supervisory personnel; confidential employees, including secretary to the Superintendent and personnel working directly in the Business Office; teachers; bus drivers; cafeteria workers; and substitute, part-time hourly and/or summer employees.
- C. The provisions of the Agreement shall be applied to all employees covered by it without discrimination on account of age, sex, race, color, creed, or national origin.
- D. Unless otherwise indicated, the term "employee(s)" when used hereafter in this Agreement, shall refer to all Support Staff employees represented by the Association in the negotiations unit, as above defined. All references to employee include male and female employees.

#### ARTICLE IV – NEGOTIATIONS

Both the Support Staff and the Board retain the right to approve or reject any tentative agreement reached by their respective committees. Any such tentative agreements in part or whole, reached by their committees are binding only after being reduced to writing, ratified by the Support Staff, adopted by the Board and signed by representatives of the Support Staff and the Board.

#### ARTICLE V - ASSOCIATION RIGHTS

- A. The Board agrees to furnish to the Association, in response to reasonable requests from time to time, reasonable information which may be necessary for the Association to process any grievance or complaint.
- B. Representatives of the Association, and the New Jersey Education Association shall be permitted to transact official Association business on school property at reasonable times, provided that this shall not interfere with or interrupt normal school operation. Permission of the Superintendent or his designee shall be required. Such permission shall not be withheld unreasonably.
- C. The Association and its representative shall have the right to use school buildings at reasonable hours for meetings. Permission of the Superintendent or his designee shall be required. Such permission shall not be withheld unreasonably.
- D. The Association shall have access to use school facilities and equipment, including typewriters, duplicating equipment, calculating machines, computers, peripherals, and all types of audio-visual equipment at reasonable times, and when such equipment is not otherwise in use. No equipment shall be removed from school property without approval by the Superintendent, building Principal, or designee. The Association will pay for any damage incurred, loss or theft of borrowed property. Permission of the building Principal or his designee shall be required. Such permission shall not be withheld unreasonably.
- E. The annual dues figures are to be given to the Business Office no later than September 1 of each year in order for the deductions to start with the September payroll.
- F. The Association shall refrain from using school equipment and supplies for demonstration or job action.

G. Representation Fee:

1. Purpose of Fee

If an employee does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

2. Amount of Fee/Notification

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be determined by the Association in accordance with the law.

3. Deduction and Transmission of Fee.

a. Notification

On or about the 15th of September of each year the Board will submit to the Association a list of all employees in the bargaining unit. On or about December 1 of each year, the Association shall notify the Board of Education as to the names of those employees who are required to pay representation fee.

b. Payroll Deduction Schedule

The Board will deduct from the salaries of the employees referred to in Section G-1 the full amount of the yearly representation fee in equal installments beginning with the first paycheck in January.

c. Termination of Employment

If an employee who is required to pay a representation fee terminates his or her employment with the Board before the

Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck to said employee during the membership year in question.

d. Mechanics

Except as otherwise provided in this Article, the mechanics for transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular dues in the Association.

e. Changes

The Association will notify the Board in writing of any changes in the list provided for in Section G-1 above and/or the amount of the representation fee, and such charges will be reflected in and deductions made no more than ten (10) days after the Board received said notice.

4. New Employees

On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, social security numbers, job titles, dates of employment and places of assignment for all such employees. The Board will also notify the Association of any changes in the status of an employee regarding transfer, leave of absence, return from leave, retirement, resignation, separation from employment, death.

ARTICLE VI - MANAGEMENT RIGHTS

- A. The Board reserves to itself sole jurisdiction and authority over matters of Policy and retains the right subject only to the limitations imposed by the language of this Agreement to:
- 1. Direct employees of the school district;
  - 2. Hire, promote, transfer, assign, and retain employees in positions within the school district;

3. Suspend, demote, discharge, or take other disciplinary action against employees, or to relieve employees of duty because of lack of work or for other legitimate reasons;
  4. Maintain efficiency of the school district operations and determine the methods, means and personnel by which operations are to be conducted; and
  5. Take whatever actions may be necessary to carry out the mission of the school district in emergency situations.
- B. It is understood by all parties that under the rulings of the courts of New Jersey and the State Commissioner of Education, the Board is forbidden to waive any rights or powers granted it by law.
- C. Any criticism of Administration or the Board shall be made in confidence and not in the presence of students, parents, teachers, or at school functions.

#### ARTICLE VII - EMPLOYEE RIGHTS

- A. The Board and Association hereby agree that employees have the right to freely organize, join, and support the Association, its activities, and affiliates for the purpose of engaging in collective negotiations. The Board further agrees that it shall not directly or indirectly discourage or deprive or coerce any employees in the enjoyment of these rights.
- B. Whenever any employee is required to appear formally before the Superintendent, the Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his office, position, or employment, or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such a meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.
- C. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- D. Any criticism of an employee's job performance shall be made in confidence and not in the presence of students, parents, other employees, or at public gatherings except to the extent such confidence is contrary to law.

ARTICLE VIII - EMPLOYMENT

- A. Employees shall be notified of their employment status for the ensuing year by June 1, except classroom aides who shall be notified at the same time as teachers.
- B. Either the employee or the Board may end the employee-employer relationship providing two (2) weeks notification is given and is in compliance with appropriate statutes. However, in the case of a negative criminal history check on a new employee, the BOE may end the relationship immediately.
- C. In the event of any reduction in non-tenured force, seniority and satisfactory performance evaluation shall be the criteria for determining such reduction. Recall shall be based upon the same seniority and satisfactory performance evaluation, i.e., last reduced, first called back.
- D. All new employees except classroom aides shall serve a six (6) month probationary period of employment. If applicable, negotiated increases will be pro-rated after serving the probationary period (increases delayed because of probation are not retroactive).
- E. No new employee shall be hired into the system at a higher rate of pay than someone presently employed and covered by the current contract and salary guide with comparable experience and educational background.

ARTICLE IX - WORK YEAR AND TIME REQUIREMENTS

- A. The normal work day shall consist of eight (8) consecutive hours which shall be according to Board Policy and shall include the following:
  - 1. A duty-free lunch break for:
    - a. Secretaries/clerical staff - 45 minutes
    - b. Custodial/maintenance staff - 30 minutes
    - c. Classroom aides - 30 minutes
  - 2. Breaks shall be as follows:

- a. Custodial/maintenance personnel: Two (2) fifteen (15) minute breaks -- one in the first half of the work day and one in the second half.
  - b. Secretarial/clerical personnel and classroom aides: One (1) fifteen (15) minute break each working day.
    - (1) The times that such breaks can be taken will be identified for the employee.
    - (2) The breaks may not be combined nor are they to be taken to extend lunch/dinner break.
    - (3) Exceptions may be made by the administration with breaks rescheduled when possible.
3. Secretaries' normal work hours shall begin one half (1/2) hour prior to the start of the school day for the particular school to which he/she is assigned and shall end one half (1/2) hour after the completion of the school day; with the following exceptions:
- a. On Fridays, and days immediately preceding holidays, the work hours shall be from one half (1/2) hour prior to the start of the school day and shall end immediately following student dismissal. This will include a 45-minute lunch and one (1) 15 minute break.
  - b. On days when school is not in session, (i.e. when students are not in the building) work hours will be six (6) hours, to be determined by the secretaries' direct administrator. A one-half hour lunch is included.
4. Classroom aides' normal working day shall be seven (7) hours and fifteen (15) minutes, including a duty-free lunch of thirty (30) minutes.
- a. Classroom aides shall follow the regular school calendar of 180 days plus two (2) in-service days. Any inclement weather days which affect the school calendar shall also adjust the work schedule of the classroom aides.

5. Maintenance employees normal work hours shall be:

First shift – 6 am to 2 pm

Second shift – 2 pm to 10 pm

Third shift – optional shift hours shall be offered on a voluntary basis and listed on a job posting.

B. A work week will normally be from Monday through Friday including holidays, vacations, personal days, etc.

#### ARTICLE X - EVALUATION

A. Each employee shall be formally evaluated at least once each year using the appropriate instrument.

B. An evaluation conference between the employee and the evaluator must be held after a formal evaluation.

C. At the completion of the evaluation conference, the employee must sign his evaluation report. Such signature shall indicate only that the material has been reviewed.

D. Within fourteen (14) calendar days of the evaluation conference, the employee may attach a written comment to the evaluation report. Such comment (s) shall become part of the employee's permanent file only if requested by the employee.

E. An evaluation report may be submitted to the central office, placed in the employee's file or otherwise acted upon only after the employee has had the opportunity to attach his written comments (s) or indicated in writing that no comments (s) will be made.

#### ARTICLE XI - LEAVES

A. Sick Leave

1. Support Staff shall be entitled to twelve (12) days sick leave with pay for each fiscal year (July 1 to June 30).

2. Unused sick leave shall be cumulative.

3. Support Staff who begin employment in the district after the start of the fiscal year (July 1) shall receive one (1) day for every month

remaining in the fiscal year, including one (1) day for the month in which employment begins.

4. Each employee covered by this contract shall be apprised of the number of accumulated sick days by October 1, tabulated as of July 1, including the current year.
5. When absence exceeds the annual and accumulated sick leaves, the Board may pay any such person each day's salary less the cost of a replacement for a period not to exceed (30) days. Such payment shall be determined by the Board on a case-by-case basis. A day's salary is 1/182 of the annual salary for classroom aides, 1/240 of the annual salary for secretaries and 1/260 of the annual salary for custodians.
6. Whenever an employee is absent from his post of duty as a result of personal injury caused by an accident arising out of and in the course of his employment, the Board shall pay to such employee the full salary or wages for the period of such absence for up to one (1) calendar year without having such absence charged to the annual sick leave or the accumulated sick leave. In the event there has been a Workman's Compensation Award, the salary paid to the employee shall be reduced by the amount of compensation in that award.
7. Any member of the Support Staff excluded from work because of contact with a communicable disease in the school system will not have any accumulated sick days deducted (not to exceed sixty [60] days).

B. Death Leave

1. Up to five (5) calendar days shall be granted for a death in the immediate family. This would include mother, father, sister, brother, mother- and father-in-law, wife, husband, children, brother- and sister-in- law, grandparents and grandchildren.
2. One (1) day for any other member of the family shall be granted.

C. Child Rearing Leave

1. All support employees who become pregnant or who are adopting a child shall be eligible for child rearing leave.

2. The date of commencement of child rearing leave shall be at the election of the employee with the following provisions:
  - a. The employee shall inform the Board of the intent to take child rearing leave at least sixty (60) calendar days before commencement of such leave.
  - b. Any eligible employee adopting a child may commence the leave upon receiving actual, legal custody of said child.
3. Duration of Child Rearing Leave
  - a. The duration of child rearing leave shall be no less than six (6) months but shall not exceed two (2) consecutive years.
  - b. Notification to extend child rearing leave to a second year or to return the next school year shall be given no less than ninety (90) calendar days prior to the beginning of the second year of leave.
4. No salary shall be paid to any employee on child rearing leave, nor shall any rights or benefits accrued during the period of leave be granted. Existing employee benefits shall be restored to the employee upon return to full employment. The Board cannot guarantee the employee will return to the position vacated, but will make every effort to do so when in the best interest of the school program.
5. If a pregnancy is terminated before the term of the birth of the child, the employee may apply for termination of leave, allowing at least ninety (90) calendar days for fair notice to the replacement and her own health. Such return must be accompanied by a certificate of physical fitness from her personal physician.

D. Personal Leave

1. Each employee shall be granted no more than three (3) days of personal leave of absence with pay per fiscal year, for personal business reasons.
2. Employees who begin employment in the district after the start of the fiscal year (July 1) shall have their personal days pro-rated as follows:

- a. Three (3) days for those hired between July 1 and October 31.
  - b. Two (2) days for those hired between November 1 and February 29; and
  - c. One (1) day for those hired between March 1 and the end of the fiscal year (June 30).
3. Personal leave days are to be utilized for personal business that cannot be conducted outside the normal work day.
4. Procedures
  - a. An application form for personal leave must be submitted to the Superintendent for approval through the normal chain of command beginning with the immediate supervisor at least four (4) calendar days in advance.
  - b. In cases of extreme emergency, requests may be granted immediately by the immediate supervisor, with the application being submitted through the normal chain of command within two (2) days after the employee's return to work in order to be paid.
5. The unused second and third days of personal leave are accruable to a maximum of twenty-three (23) days and may be used, with reason provided and Board approval, for the following purposes:
  - a. Extensions of sick leave after annual and accumulated sick leave is exhausted.
  - b. Personal business that cannot be conducted outside the normal work day, after annual personal days are exhausted.
6. Each employee shall be apprised of the number of accumulated personal leave days by October 1, tabulated as of July 1, excluding the current year.

E. New Jersey Family Leave Act

1. Leave of absences shall be provided in accordance with the requirements of applicable law, including the Family Medical Leave Act ("FMLA") and/or the New Jersey Family Leave Act ("NJFLA"). In no event shall leave time exceed the time allowed by the FMLA and/or the NJFLA.

ARTICLE XII - SALARIES, REIMBURSEMENTS AND BENEFITS

A. Salaries for all personnel are in Attachment A.  
Returning Employees:

1. Classroom aides beginning salary shall always be larger than the districts daily substitute rate of pay.
2. After seven (7) completed years in the district, a classroom aide will receive an increase of one dollar (\$1.00) per day. After eleven (11) years in the district, a classroom aide will receive an increase of two dollar (\$2.00) per day.

B. Overtime Pay Determination

1. Overtime shall be defined as work done or time spent in excess of the normal work day to complete a task or perform some function as directed and/or approved by the appropriate administrator.
2. Overtime hours shall be compensated at one and a half (1-1/2) times the regular hourly rate in excess of forty (40) hours.
  - a. An employee's hourly rate shall be calculated by dividing an individual's annual base salary by the following:  
  
2080 hours for custodians and maintenance  
1920 hours for secretaries
  - b. Base salary is annual salary exclusive of all additional remuneration/reimbursements such as overtime pay, summer premium pay, uniform, and travel reimbursement, etc.

3. Overtime pay rate

- a. Overtime hours shall be compensated at two times the hourly rate for hours worked on holidays. Paid holidays shall count in the calculation of overtime. Holidays shall be defined in Article XIV, Section A, Paragraph 1.
- b. Compensation of two (2) hours at one and a half (1-1/2) times the hourly rate will be paid when an employee is "called in" before/after normal work hours. "Call-in" shall be defined as non-scheduled work by supervisor or administrator. This also includes response to fire, burglar or boiler alarms and snow removal. Employees will be expected to complete their normal eight hour shift.
- c. If an employee is scheduled or called in to work on a legal holiday as defined in Article XIV, Section A, Paragraph 1, employee will be paid regular holiday rate as defined in Article XII, section 3a, times two (2) times the actual hours worked.
- d. Boiler checks, if needed, will be considered scheduled overtime and will be compensated at one and a half (1-1/2) times the hourly rate at a maximum of one (1) hour per boiler check. If boiler check exceeds one (1) hour prior approval must be granted by supervisor or administrator for employee to be compensated.

C. The Board agrees to pay for medical insurance coverage provided by a carrier of its choosing for employees and their families, provided that such coverage shall be equal to or better than the State Health Benefits Plan.

- 1. Signed contracts between the Board and the health care carrier shall be attached to this contract as Appendix A.

D. The Board will allow retired employees, at the employees cost, to continue to receive dental and prescription benefits at the group rate. Premiums must be paid at least one month in advance by the retired employee.

E. The Board shall provide the following plans at its expense:

1. Prescription Plan – equal to or better than the State Plan with a co-pay of \$ 15.00 (name brand drugs), \$ 10.00 (generic brand) and increased mail order to two times retail (i.e. \$ 30.00 name brand, \$ 20.00 generic). The employee shall be responsible to pay all co-payments.
  - a. Signed contracts between the Board and the prescription plan carrier shall be attached to this contract as Appendix B.

2. Delta Dental Plan IIA – Family Coverage

Preventive and Diagnostic	Board 100%	Employee 0%
Remaining Basic Care;	Board 70%	Employee 30%
All Other (no orthodontic coverage)	Board 50%	Employee 50%

- a. Signed contracts between the Board and the dental plan carrier shall be attached to this contract as Appendix C.

3. Employee Assistance Program will be provided by Board of Education.

F. Support Staff shall be paid for unused sick leave upon retirement according to the following schedule:

1. \$20.00 per day for the first fifty (50) days.
2. \$30.00 per day for days in excess of fifty (50) days.
3. In order to be eligible for this benefit, Support Staff shall have:
  - a. Completed twenty (20) or more years of service in the district.
  - b. Have at least fifty (50) days of accumulated sick leave.
4. There shall be a \$ 5,000.00 maximum payment.
5. Any Support Staff employee planning to retire shall notify the Board prior to December 1 of that school year. Any employee who fails to notify the Board prior to December shall be paid for unused sick leave in the following fiscal year. Retraction of the commitment to retire due to illness, personal tragedy, or

unusual circumstances will be considered upon request of the employee.

G. Travel reimbursement for use of personal vehicles for authorized school business shall be at the prevailing IRS rate and Board Policy.

H. Tuition reimbursement

The Board shall reimburse eligible employees for tuition expenses paid to accredited schools, colleges and universities, for pre-approved courses, for a maximum of two courses per fiscal year. Such courses must be related to the employee's area of specialization or district need as determined and pre-approved by the Superintendent. To be eligible for tuition reimbursement under this policy an employee must:

- Be a full-time employee;
- Have completed a year of service prior to beginning of the course;
- Receive a grade of "B" or better in the course; and
- Be on the payroll when the course is completed.

The Board will not reimburse employees for courses in which the employee can receive a grade of only "Pass" or "Fail" unless no other grade option is available for the course.

Payment shall be made following receipt of proof of payment and the successful completion of the course to the Superintendent. Books paid for under this article shall become the property of the Board upon purchase and shall be placed in the professional library of the District upon completion of each course.

All employees receiving reimbursement under this program are obligated to remain in the employment of the District for a period of one (1) year from the completion date of the course or to repay the District for each month short of the full year that the employee leaves the employ of the District, calculated on a pro rated basis as described in the tuition reimbursement agreement that is to be signed by each applicant. Tuition reimbursement agreement attached as Appendix D.

I. Substitute teacher calling

If a person is required to call substitutes, presently employed secretaries may apply for the position.

J. Uniforms

1. All custodial and maintenance personnel shall wear the following:
  - a. Dark blue pants with light/dark blue shirts or pocket T-shirts (long or short sleeves).
  - b. Safety toed shoes. Exceptions to this require a doctor's directive that the wearing of safety toed shoes is harmful to the health of the individual, and must be approved by the administration.
  - c. Such other protective devices (safety glasses, gloves, knee pads, etc.) as situations warrant.
  - d. Back support belts, which will be supplied by the Board of education, must be worn by all employees.
2. The Board will provide five (5) sets of uniforms to each full time custodian/maintenance person for identification and safety purposes per year. Such uniforms, safety toed shoes and back support belts must be worn in performance of their duties and failure to wear uniforms, safety toed shoes and back support belts will result in person being sent home without pay for a day. Employee may designate shirt type (long/short sleeve.) Uniforms are not mandatory in summer when school is not in session. Replacements will be provided as needed.
  - a. The Board will reimburse up to a maximum of \$120.00 per year for shoes, per person; such shall be granted only for steel-toed shoes and shall be granted only upon submission of a receipt. If the cost is below \$120.00, reimbursement will be made for the cost as listed on the submitted receipt.
  - b. The Board shall provide a maximum of \$ 75.00 per year for the repairs and maintenance of uniforms. Reimbursement shall be granted only upon submission of a receipt. If the cost is below \$ 75.00, reimbursement will be made from the cost as listed on the submitted receipt.

- c. The Board will provide heavy duty raingear and heavy duty thermal jumpsuits for each employee.
- 3. Uniforms are to be kept clean by the employee. Frayed, excessively worn, or permanently dirtied uniforms, as determined by the supervisor or administration, shall not be permitted.
- 4. Uniforms damaged as a result of duties performed for the district, in spite of reasonable employee precautions, shall be replaced by the Board.
- 5. Other protective devices (1c. above) shall be provided by the Board at no cost to the employee.
- K. New safety protective devices such as gloves and aprons shall be available for secretaries/clerks and classroom aides to be located at machines.
- L. In the temporary absence of the immediate supervisor, the Business Administrator, or in his absence, an administrator may assign supervisory duties.
  - 1. Should such assignment be to an employee represented by this Agreement, compensation will be at the supervisory premium rate of \$10.00/day. The acting supervisor shall be responsible for building security, supervision of personnel, and any other duties assigned by an administrator.
  - 2. Such premium compensation shall be over and above any premium compensation already paid but will apply only to hours on the job and will not apply to vacations, personal leave, sick days, holidays, etc.
- M. Stipend for Licenses

Stipends under these sections shall be made in equal portions payable on December 30<sup>th</sup> and June 30<sup>th</sup> of each contractual year. Should the employee leave the employment of the District prior to the end of the calendar year, he/she will be eligible for only a pro rated share of the remaining amount of the stipend.

- 1. Asbestos

The current stipend will be \$300.00 for each year. This compensation is over and above an employee's regular salary and will be paid to an employee who holds a current license or certification in asbestos removal.

2. Black Seal

The current stipend will be \$525.00 (2007-2008), \$ 525.00 (2008-2009), \$525.00 (2009-2010). The compensation is over and above an employee's regular salary and will be paid to an employee who holds a current Black Seal License with the following stipulations:

- a. All new employees will be given three (3) opportunities to pass the test. Termination of employment will occur after the third failure.
- b. All existing custodians will be "grand fathered", although existing employees may test.
- c. Must take test during the first six (6) months of employment or first available testing date.

3. License

- a. License or certification must be issued by the State of New Jersey.
- b. A copy of the license or certification shall be submitted each contract year and at any time during the year when the license or certificate is either renewed or altered.

ARTICLE XIII - GRIEVANCES

- A. A "grievance" shall mean a claim that there has been misinterpretation, misapplication, or a violation of Board policy, of this agreement, or of an administrative decision affecting terms and conditions of employment.
- B. A grievance, to be considered under this procedure, must be initiated within thirty (30) calendar days of the time the employee(s) knew or should know of its occurrence.
- C. A grievance may be initiated by an employee or, if affecting a group of

employees, the Association may submit such grievance. Resolution of the group grievance must be accepted by every individual in the group and may not be reopened by individuals.

- D. All grievances shall be filed on the District grievance form. This form shall be provided by the Superintendent or his designee after consultation with the Association.
- E. The grievant shall include on the form(s) all pertinent information related to the grievance including the following:
  - 1. The nature of the grievance;
  - 2. The approximate date of the alleged occurrence;
  - 3. Citation of the portion of the contract allegedly misapplied, misunderstood, or violated, if appropriate;
  - 4. The nature and extent of injury, loss or inconvenience;
  - 5. The remedy sought.
- F. Any aggrieved person may be represented at all stages above the first level of the grievance procedure by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.
- G. Time Limits
  - 1. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievance to proceed to the next step.
  - 2. Failure to file a grievance or to appeal a grievance to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.
  - 3. By mutual consent of the parties, time limits may be extended.
- H. Grievance Procedure

1. Level One: Within thirty (30) calendar days of this occurrence or knowledge of its occurrence, any employee has a grievance shall discuss the matter with his immediate supervisor in an attempt to resolve the matter informally.
2. Level Two: If the matter is not resolved, the grievant may set forth his grievance in writing to the appropriate administrator on the approved grievance form.
  - a. This appeal must be filed within seven (7) calendar days after the informal meeting.
  - b. The administrator shall communicate his decision to the grievant in writing within seven (7) calendar days after receipt of their written grievance.
3. Level 3: If the grievance is not satisfied with the administrator's decision, a written appeal on the appropriate form may be filed with the Superintendent.
  - a. This appeal must be filed within seven (7) calendar days after receipt of the administrator's decision.
  - b. The Superintendent shall issue a written decision within seven (7) calendar days after receipt of the appeal.
4. Level Four: If the grievant is not satisfied with the Superintendent's decision, a written appeal on the appropriate form may be filed with the Board no later than seven (7) calendar days after receipt of the Superintendent's decision.
  - a. This appeal shall be made through the Superintendent who shall attach all related papers and forward the request to the Board within seven (7) calendar days after receipt of the appeal.
  - b. The Board shall review the grievances and shall, at its option or at the request of the grievant, hold a hearing.
  - c. The Board shall issue a written decision within thirty-five (35) calendar days after receipt of the grievance by the Board.
5. If the decision of the Board does not resolve the dispute and the

grievance concerns the interpretation, application, or alleged violation of this Agreement, and is not excluded by the provisions of Section I (following), the Association, no later than seven (7) calendar days after receipt of the Board's decision may notify the Board, through the Superintendent, that it wishes to appeal the matter to arbitration.

I. Limits on Arbitration

The decision of the Board in the following matters shall be final and shall not be subject to arbitration.

1. Any matter arising out of an alleged violation of statute or of any statute referred to in this contract.
2. Any rules or regulations of the State Board of Education.
3. Policies of the Board of Education or administrative decisions.
4. Any matter, which according to law, is either beyond the scope of Board authority or limited to action by the Board alone.
5. A complaint of any employee which arises by reason of not being re-employed.
6. Any provision of this Agreement that is contingent upon the approval of the Administration or the Board of Education, if reasons are given for the failure to approve a request.

J. Arbitration

1. Within seven (7) calendar days after the notice to the Board, The Association shall request a roster of persons qualified to serve as an arbitrator from the American Arbitration Association.
  - a. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list within ten (10) days, the Association will request the American Arbitration Association to submit a second roster of names.
  - b. If the parties are unable to determine a mutually satisfactory arbitrator within ten (10) calendar days after receipt of the second roster of names, the American Arbitration Association

may be requested by either party to designate an arbitrator.

2. The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law, or which violates, adds, subtracts, or modifies the terms of this Agreement.
3. The decision of the arbitrator shall be binding.
4. The cost of the arbitrator shall be shared equally by the parties.

K. Miscellaneous

1. These proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure. All meetings and hearings shall not be conducted in public, and shall include only such parties concerned or their designated representative (s) unless required by the Sunshine Legislation of the State of New Jersey.
2. A grievant shall, during the pending of any grievance, continue to observe all assignments and all applicable rules and regulations of employment with the Board.

ARTICLE XIV - HOLIDAYS

A. Holidays:

Columbus Day, the day after Thanksgiving and Christmas Eve

Legal Holidays:

New Years Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

B. Holidays falling on Saturday will be observed the preceding Friday and holidays falling on Sunday will be observed on the following Monday.

C. There shall be two (2) additional holidays which may float from year to year.

1. They shall be identified no later than March 1 of the preceding fiscal year in which the holidays will be taken.
2. They are to be designated for days when school is closed for students.

3. All 12-month personnel shall participate in the selection of these two “floating” days with final approval by the Superintendent.

ARTICLE XV - VACATIONS

- A. Employees, except aides, shall receive paid vacations according to the following schedule:

Year of Service	Number of Vacation Days
1	5 days
2 to 4	10 days
5 to 10	15 days
11	16 days
12	17 days
13	18 days
14	19 days
15 to 24	20 days
25 to 29	25 days
30	30 days
31 or more	+ 1 day for each additional year

- B. The number of vacation days is directly related to the amount of service that an employee shall have accrued at any time during the current fiscal year (July 1 - June 30); e.g., if an employee will have completed eleven (11) years of service in November of the current year, he shall be entitled to sixteen (16) days at any time during that year (subject to certain scheduling restrictions).

- C. Schedule of Vacations

1. Custodial/Maintenance Personnel
- a. Vacations must be requested through the immediate supervisor and approved by an administrator.
  - b. The scheduling of ten (10) vacation days for the contract year (July 1 - June 30) must be submitted to the Supervisor by June 1 of each year.
  - c. Vacations may not be taken the week preceding or following Labor Day. No more than two (2) custodial/maintenance personnel will be permitted to be on vacation at one time. This includes summer and all days that school is not in session. Where a conflict exists, seniority shall be the determining factor. If there are any additional increases in the full time

staff, the above number will be adjusted accordingly.

2. Secretarial/Clerical Personnel

- a. Vacations may be taken with the approval of the employee's supervising administrator.

3. All personnel above must take their vacation days no later than December 31 after the year of eligibility. With approval of the Superintendent, this may be extended an additional sixty (60) days if circumstances warrant the extension. No vacation days may be accumulated and carried over beyond this period.

- D. Persons hired between July 1 and November 1 shall be entitled to five (5) days vacation during the remaining days in that fiscal year after they have satisfactorily completed their six (6) months probationary period.
- E. No vacation days may be borrowed from a coming fiscal year.
- F. No secretary will be required to work during winter or spring break, or President's weekend.

ARTICLE XVI - MISCELLANEOUS PROVISIONS


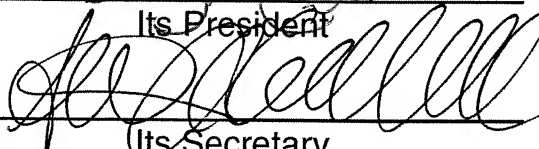
- A. The commercial cost of printing this Agreement shall be shared by the parties and a copy of this Agreement shall be presented to all Support Staff within a reasonable amount of time after receipt from the printer.
- B. Should any part hereof or any provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted legislation, or by any decree of a court of competent jurisdiction, or by rules and regulations or an appropriate administrative agency, such invalidation of such part or provisions of this agreement shall not invalidate the remaining portions hereof, and they shall remain in full force and effect.
- C. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision (s) of this Agreement, either party may do so by telegram or registered letter to the following address:

Greenwich Township School District  
Nehaunsey Middle School

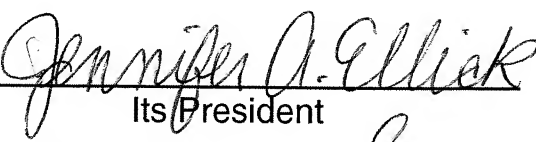
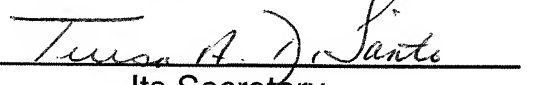
415 Swedesboro Road  
Gibbstown, New Jersey 08027-1199.

In witness whereof, the parties hereto have caused this Agreement to be signed  
by their respective presidents, attested by their respective secretaries, and their  
corporate seals to be placed hereon, this                      day of                      , 2007

GREENWICH TOWNSHIP BOARD OF EDUCATION

By   
Its President  
By   
Its Secretary

GREENWICH TOWNSHIP EDUCATION ASSOCIATION, INC.

By   
Its President  
By   
Its Secretary

1. Aides

24

	06-07
	\$126.07
07-08	\$132.27
08-09	\$138.49
09-10	\$144.44

182	\$22,944.74
	<sup>9</sup>
	\$206,502.66
	182
	\$206,866.66

If \$1
\$127.07
\$133.27
\$139.49
\$145.44

If 1.15
\$133.42
\$139.64
\$145.59

\$1 x  
492<sup>9</sup>  
4.7  
4.3

CLASSROOM  
Aides

MERGE

SS

**BASE YEAR**  
2006-07 district

Guide Cost		
Step	Cust/Maint	B
1	-	-
2	32,993	-
3	-	-
4	-	-
5	-	-
6	-	-
7	-	-
8	-	-
9	-	-
10	114,579	-
11	-	-
12	-	-
13	-	-
14	-	-
15	-	-
16	-	-
17	42,743	-
18	-	-
19	85,785	-
20	-	-
	Total	276,100
	Average	40,014
	1%	2,761

MERGE

3  
56

**BASE YEAR**  
2006-07 district

Increment Dollars		
Step	Cust/Maint	B
1	950	950
2	650	650
3	650	650
4	650	650
5	650	650
6	650	650
7	650	650
8	650	650
9	650	650
10	650	650
11	650	650
12	650	650
13	650	650
14	650	650
15	650	650
16	650	650
17	650	650
18	1,757	1,757
19	-	-
20	-	-

Increment Cost		
Step	Cust/Maint	B
1	-	-
2	650	-
3	-	-
4	-	-
5	-	-
6	-	-
7	-	-
8	-	-
9	-	-
10	1,950	-
11	-	-
12	-	-
13	-	-
14	-	-
15	-	-
16	-	-
17	650	-
18	-	-
19	-	-
20	-	-
Total		3,250
% of Base		1.18%

MERGE

1

57

**YEAR 1****2007-08****district****1.0370****4.92%****Salary Guide**

<b>Step</b>	<b>Cust/Maint</b>	<b>B</b>
1	33,229	
2	34,214	
3	34,888	
4	35,562	
5	36,236	
6	36,910	
7	37,584	
8	38,258	
9	38,932	
10	39,606	
11	40,280	
12	40,954	
13	41,628	
14	42,302	
15	42,976	
16	43,650	
17	44,324	
18	44,999	
19	46,821	
<del>20</del>	46,821	

**Staff**

<b>Step</b>	<b>Cust/Maint</b>	<b>B</b>	<b>Total</b>	<b>Percent</b>
1	-	-	-	-
2	-	-	-	-
3	1.0	-	1.0	14.49%
4	-	-	-	-
5	-	-	-	-
6	-	-	-	-
7	-	-	-	-
8	-	-	-	-
9	-	-	-	-
10	-	-	-	-
11	3.0	-	3.0	43.48%
12	-	-	-	-
13	-	-	-	-
14	-	-	-	-
15	-	-	-	-
16	-	-	-	-
17	-	-	-	-
18	1.0	-	1.0	14.49%
19	-	-	-	-
20	1.9	-	1.9	27.54%
<b>Totals</b>	<b>6.9</b>	<b>-</b>	<b>6.9</b>	<b>100.00%</b>
<b>Percent</b>	<b>100.00%</b>	<b>-</b>		

MERGE 58

**YEAR 1**  
2007-08 district

1.0370

Guide Cost		
Step	Cust/Maint	B
1	-	-
2	-	-
3	34,888	-
4	-	-
5	-	-
6	-	-
7	-	-
8	-	-
9	-	-
10	-	-
11	120,841	-
12	-	-
13	-	-
14	-	-
15	-	-
16	-	-
17	-	-
18	44,999	-
19	-	-
20	88,959	-
<b>Total</b>		289,686
<b>2006-07</b>		276,100
<b>Difference</b>		13,586
<b>% Increase</b>		4.92%

MERGE

59<sup>1</sup>

YEAR 1  
2007-08 district

\$ Increase over previous year

Step	Cust/Maint	B
1	-	-
2	1,895	-
3	-	-
4	-	-
5	-	-
6	-	-
7	-	-
8	-	-
9	-	-
10	2,087	-
11	-	-
12	-	-
13	-	-
14	-	-
15	-	-
16	-	-
17	2,256	-
18	-	-
19	1,671	-
20	-	-

% Increase over previous year

Step	Cust/Maint	B
1	-	-
2	5.74%	-
3	-	-
4	-	-
5	-	-
6	-	-
7	-	-
8	-	-
9	-	-
10	5.46%	-
11	-	-
12	-	-
13	-	-
14	-	-
15	-	-
16	-	-
17	5.28%	-
18	-	-
19	3.70%	-
20	-	-

MERGE

1

60

**YEAR 2**

2008-09 district

1.0309

4.70%

**Salary Guide**

Step	Cust/Maint	B
1	34,255	
2	35,271	
3	35,966	
4	36,661	
5	37,356	
6	38,050	
7	38,745	
8	39,440	
9	40,135	
10	40,830	
11	41,525	
12	42,220	
13	42,915	
14	43,609	
15	44,304	
16	44,999	
17	45,694	
18	46,389	
19	48,267	
<del>20</del>	48,267	

**Staff**

Step	Cust/Maint	B	Total	Percent
1			-	-
2	-	-	-	-
3	-	-	-	-
4	1.0	-	1.0	14.49%
5	-	-	-	-
6	-	-	-	-
7	-	-	-	-
8	-	-	-	-
9	-	-	-	-
10	-	-	-	-
11	-	-	-	-
12	3.0	-	3.0	43.48%
13	-	-	-	-
14	-	-	-	-
15	-	-	-	-
16	-	-	-	-
17	-	-	-	-
18	-	-	-	-
19	1.0	-	1.0	14.49%
20	1.9	-	1.9	27.54%
<b>Totals</b>	6.9	-	6.9	100.00%
<b>Percent</b>	100.00%	-		

MERGE

61

**YEAR 2**

2008-09 district

1.0309

**Guide Cost**

<b>Step</b>	<b>Cust/Maint</b>	<b>B</b>
1	-	-
2	-	-
3	-	-
4	36,661	-
5	-	-
6	-	-
7	-	-
8	-	-
9	-	-
10	-	-
11	-	-
12	126,659	-
13	-	-
14	-	-
15	-	-
16	-	-
17	-	-
18	-	-
19	48,267	-
20	91,708	-
<b>Total</b>		303,295
<b>2007-08</b>		289,686
<b>Difference</b>		13,609
<b>% Increase</b>		4.70%

YEAR 2  
2008-09 district

MERGE

1  
62

\$ Increase over previous year

Step	Cust/Maint	B
1	-	-
2	-	-
3	1,773	-
4	-	-
5	-	-
6	-	-
7	-	-
8	-	-
9	-	-
10	-	-
11	1,940	-
12	-	-
13	-	-
14	-	-
15	-	-
16	-	-
17	-	-
18	3,269	-
19	-	-
20	1,447	-

% Increase over previous year

Step	Cust/Maint	B
1	-	#DIV/0!
2	-	#DIV/0!
3	5.08%	#DIV/0!
4	-	#DIV/0!
5	-	#DIV/0!
6	-	#DIV/0!
7	-	#DIV/0!
8	-	#DIV/0!
9	-	#DIV/0!
10	-	#DIV/0!
11	4.82%	#DIV/0!
12	-	#DIV/0!
13	-	#DIV/0!
14	-	#DIV/0!
15	-	#DIV/0!
16	-	#DIV/0!
17	-	#DIV/0!
18	7.26%	#DIV/0!
19	-	#DIV/0!
20	3.09%	#DIV/0!

MERGE

1  
63

**YEAR 3**

2009-10 district

1.0335  
4.30%

**Salary Guide**

Step	Cust/Maint	B
1	35,403	
2	36,453	
3	37,171	
4	37,889	
5	38,607	
6	39,325	
7	40,043	
8	40,761	
9	41,480	
10	42,198	
11	42,916	
12	43,634	
13	44,352	
14	45,070	
15	45,789	
16	46,507	
17	47,225	
18	47,943	
19	49,884	
20	49,884	

**Staff**

Step	Cust/Maint	B	Total	Percent
1	-	-	-	-
2	-	-	-	-
3	-	-	-	-
4	-	-	-	-
5	1.0	-	1.0	14.49%
6	-	-	-	-
7	-	-	-	-
8	-	-	-	-
9	-	-	-	-
10	-	-	-	-
11	-	-	-	-
12	-	-	-	-
13	3.0	-	3.0	43.48%
14	-	-	-	-
15	-	-	-	-
16	-	-	-	-
17	-	-	-	-
18	-	-	-	-
19	-	-	-	-
20	2.9	-	2.9	42.03%
<b>Totals</b>	6.9	-	6.9	100.00%
<b>Percent</b>	100.00%	-		

MENCE

64

**YEAR 3**

2009-10 district

1.0335

**Guide Cost**

<b>Step</b>	<b>Cust/Maint</b>	<b>B</b>
1	-	-
2	-	-
3	-	-
4	-	-
5	38,607	-
6	-	-
7	-	-
8	-	-
9	-	-
10	-	-
11	-	-
12	-	-
13	133,057	-
14	-	-
15	-	-
16	-	-
17	-	-
18	-	-
19	-	-
20	144,664	-
<b>Total</b>		316,328
<b>2008-09</b>		303,295
<b>Difference</b>		13,033
<b>% Increase</b>		4.30%

MERGE

65'

**YEAR 3**  
2009-10 district

1.0335

**Increment Dollars**

Step	Cust/Maint	B
1	1,050	-
2	718	-
3	718	-
4	718	-
5	718	-
6	718	-
7	718	-
8	718	-
9	718	-
10	718	-
11	718	-
12	718	-
13	718	-
14	718	-
15	718	-
16	718	-
17	718	-
18	1,941	-
19	-	-
20	-	-

**Increment Cost**

Step	Cust/Maint	B
1	-	-
2	-	-
3	-	-
4	-	-
5	718	-
6	-	-
7	-	-
8	-	-
9	-	-
10	-	-
11	-	-
12	-	-
13	2,154	-
14	-	-
15	-	-
16	-	-
17	-	-
18	-	-
19	-	-
20	-	-
<b>Total</b>		2,873
<b>% of Base</b>		0.91%

MERGE

66

YEAR 3  
2009-10 district

1.0335

\$ Increase over previous year		
Step	Cust/Maint	B
1	-	-
2	-	-
3	-	-
4	1,946	-
5	-	-
6	-	-
7	-	-
8	-	-
9	-	-
10	-	-
11	-	-
12	2,133	-
13	-	-
14	-	-
15	-	-
16	-	-
17	-	-
18	-	-
19	1,617	-
20	1,617	-

% Increase over previous year		
Step	Cust/Maint	B
1	-	#DIV/0!
2	-	#DIV/0!
3	-	#DIV/0!
4	5.31%	#DIV/0!
5	-	#DIV/0!
6	-	#DIV/0!
7	-	#DIV/0!
8	-	#DIV/0!
9	-	#DIV/0!
10	-	#DIV/0!
11	-	#DIV/0!
12	5.05%	#DIV/0!
13	-	#DIV/0!
14	-	#DIV/0!
15	-	#DIV/0!
16	-	#DIV/0!
17	-	#DIV/0!
18	-	#DIV/0!
19	3.35%	#DIV/0!
20	3.35%	#DIV/0!

**YEAR 3**

2009-10 district

MERGE

1.0335

67

**3yr cumulative increase**

Step	Cust/Maint	B
1	-	-
2	5,614	-
3	-	-
4	-	-
5	-	-
6	-	-
7	-	-
8	-	-
9	-	-
10	6,159	-
11	-	-
12	-	-
13	-	-
14	-	-
15	-	-
16	-	-
17	7,141	-
18	-	-
19	4,734	-
20	-	-

**3yr cumulative percent**

Step	Cust/Maint	B
1	-	-
2	17.02%	-
3	-	-
4	-	-
5	-	-
6	-	-
7	-	-
8	-	-
9	-	-
10	16.13%	-
11	-	-
12	-	-
13	-	-
14	-	-
15	-	-
16	-	-
17	16.71%	-
18	-	-
19	10.49%	-
20	-	-

SEC  
40-53 40

**BASE YEAR**  
2006-07 Sect

**Salary Guide**

Step	Sect	B
1	27,975	
2	28,275	
3	28,575	
4	28,875	
5	29,175	
6	29,807	
7	30,662	
8	31,517	
9	32,419	

**Staff**

Step	Sect	B	Total	Percent
1			-	-
2			-	-
3			-	-
4			-	-
5	1		1	33.33%
6	1		1	33.33%
7			-	-
8			-	-
9	1		1	33.33%
<b>Totals</b>	3	-	3	100.00%
<b>Percent</b>	100.00%	-		

**BASE YEAR**  
2006-07      Sect

Guide Cost		
Step	Sect	B
1	-	-
2	-	-
3	-	-
4	-	-
5	29,175	-
6	29,807	-
7	-	-
8	-	-
9	32,419	-
	<b>Total</b>	91,401
	<b>Average</b>	30,467
	<b>1%</b>	914

**BASE YEAR**  
2006-07 Sect

**Increment Dollars**

Step	Sect	B
1	300	-
2	300	-
3	300	-
4	300	-
5	632	-
6	855	-
7	855	-
8	902	-
9	-	-

**Increment Cost**

Step	Sect	B
1	-	-
2	-	-
3	-	-
4	-	-
5	632	-
6	855	-
7	-	-
8	-	-
9	-	-
<b>Total</b>		1,487
<b>% of Base</b>		1.63%

SEC

1

43

**YEAR 1**

**2007-08**

**Sect**

**1.0324**  
**4.92%**

**Salary Guide**

<b>Step</b>	<b>Sect</b>	<b>B</b>
1	28,273	
2	28,773	
3	29,273	
4	29,773	
5	30,273	
6	30,773	
7	31,655	
8	32,538	
9	33,469	

**Staff**

<b>Step</b>	<b>Sect</b>	<b>B</b>	<b>Total</b>	<b>Percent</b>
1			-	-
2	-	-	-	-
3	-	-	-	-
4	-	-	-	-
5	-	-	-	-
6	1	-	1	33.33%
7	1	-	1	33.33%
8	-	-	-	-
9	1	-	1	33.33%
<b>Totals</b>	<b>3</b>	<b>-</b>	<b>3</b>	<b>100.00%</b>
<b>Percent</b>	<b>100.00%</b>	<b>-</b>		

SEC

44

**YEAR 1**2007-08      **Sect**

1.0324

**Guide Cost**

<b>Step</b>	<b>Sect</b>	<b>B</b>
1	-	-
2	-	-
3	-	-
4	-	-
5	-	-
6	30,773	-
7	31,655	-
8	-	-
9	33,469	-
	<b>Total</b>	95,898
	<b>2006-07</b>	91,401
	<b>Difference</b>	4,497
	<b>% Increase</b>	4.92%

Sec

45

**YEAR 1**

**2007-08      Sect**

**\$ Increase over previous year**

Step	Sect	B
1	-	-
2	-	-
3	-	-
4	-	-
5	1,598	-
6	1,848	-
7	-	-
8	-	-
9	1,050	-

**% Increase over previous year**

Step	Sect	B
1	-	#DIV/0!
2	-	#DIV/0!
3	-	#DIV/0!
4	-	#DIV/0!
5	5.48%	#DIV/0!
6	6.20%	#DIV/0!
7	-	#DIV/0!
8	-	#DIV/0!
9	3.24%	#DIV/0!

Sec

46

**YEAR 2**

**2008-09 Sect**

**1.0281**  
**4.70%**

**Salary Guide**

<b>Step</b>	<b>Sect</b>	<b>B</b>
1	29,545	
2	30,045	
3	30,545	
4	31,045	
5	31,545	
6	32,045	
7	32,545	
8	33,452	
9	34,410	

**Staff**

<b>Step</b>	<b>Sect</b>	<b>B</b>	<b>Total</b>	<b>Percent</b>
1		-	-	-
2	-	-	-	-
3	-	-	-	-
4	-	-	-	-
5	-	-	-	-
6	-	-	-	-
7	1	-	1	33.33%
8	1	-	1	33.33%
9	1	-	1	33.33%
<b>Totals</b>	<b>3</b>	<b>-</b>	<b>3</b>	<b>100.00%</b>
<b>Percent</b>	<b>100.00%</b>	<b>-</b>		

Sec

47

**YEAR 2****2008-09      Sect****1.0281****Guide Cost**

<b>Step</b>	<b>Sect</b>	<b>B</b>
1	-	-
2	-	-
3	-	-
4	-	-
5	-	-
6	-	-
7	32,545	-
8	33,452	-
9	34,410	-
	<b>Total</b>	100,407
	<b>2007-08</b>	95,898
	<b>Difference</b>	4,510
	<b>% Increase</b>	4.70%

Sec

48

**YEAR 2**

**2008-09      Sect**

\$ Increase over previous year		
Step	Sect	B
1	-	-
2	-	-
3	-	-
4	-	-
5	-	-
6	1,772	-
7	1,797	-
8	-	-
9	940	-

% Increase over previous year		
Step	Sect	B
1	-	#DIV/0!
2	-	#DIV/0!
3	-	#DIV/0!
4	-	#DIV/0!
5	-	#DIV/0!
6	5.76%	#DIV/0!
7	5.68%	#DIV/0!
8	-	#DIV/0!
9	2.81%	#DIV/0!

SEC

50

**YEAR 3****2009-10      Sect****1.0240****Guide Cost**

<b>Step</b>	<b>Sect</b>	<b>B</b>
1	-	-
2	-	-
3	-	-
4	-	-
5	-	-
6	-	-
7	-	-
8	34,255	-
9	70,471	-
<b>Total</b>		<b>104,727</b>
<b>2008-09</b>		<b>100,407</b>
<b>Difference</b>		<b>4,319</b>
<b>% Increase</b>		<b>4.30%</b>

560  
51

**YEAR 3**

2009-10      Sect

1.0240

**Increment Dollars**

Step	Sect	B
1	500	-
2	500	-
3	500	-
4	500	-
5	500	-
6	500	-
7	500	-
8	980	-
9	-	-

**Increment Cost**

Step	Sect	B
1	-	-
2	-	-
3	-	-
4	-	-
5	-	-
6	-	-
7	-	-
8	980	-
9	-	-
<b>Total</b>		980
<b>% of Base</b>		0.94%

SEC

52

**YEAR 3**

2009-10      Sect

1.0240

**\$ Increase over previous year**

Step	Sect	B
1	-	-
2	-	-
3	-	-
4	-	-
5	-	-
6	-	-
7	1,710	-
8	1,783	-
9	826	-

**% Increase over previous year**

Step	Sect	B
1	-	#DIV/0!
2	-	#DIV/0!
3	-	#DIV/0!
4	-	#DIV/0!
5	-	#DIV/0!
6	-	#DIV/0!
7	5.26%	#DIV/0!
8	5.33%	#DIV/0!
9	2.40%	#DIV/0!

58

53

**YEAR 3**

2009-10 Sect

1.0240

**3yr cumulative increase**

Step	Sect	B
1	-	-
2	-	-
3	-	-
4	-	-
5	5,080	-
6	5,429	-
7	-	-
8	-	-
9	2,817	-

**3yr cumulative percent**

Step	Sect	B
1	-	#DIV/0!
2	-	#DIV/0!
3	-	#DIV/0!
4	-	#DIV/0!
5	17.41%	#DIV/0!
6	18.21%	#DIV/0!
7	-	#DIV/0!
8	-	#DIV/0!
9	8.69%	#DIV/0!